



## Serve Delaware Executive Committee Meeting Minutes

Wednesday, May 11, 2016

Smyrna State Service Center, Smyrna, DE

9:12a.m. – 12:00p.m.

<b>PURPOSE</b> Executive Committee Meeting	<b>ATTENDEES</b> <b>Commissioners Present:</b> Nancy Forster (non-voting), Sara Funaiock, Kanani Hines, Gary Pippin, Margarita Rodriguez-Duffy (phone), Georgeanna Windley <b>DSSC/SOV Staff Present:</b> Renée Beaman, Cynthia Manlove, Luz Vasquez-Guzman, Charles Harris, Tara Wiggins, Guadalupe Murphy	<b>NOTE TAKER</b> Guadalupe Murphy
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### BUSINESS MEETING – CALL TO ORDER

The business meeting was called to order at 9:12 a.m. by Georgeanna Windley, Chair of the Commission.

### PUBLIC COMMENT – None

### ROLL CALL – DETERMINATION OF QUORUM

Four voting commissioners were in attendance which constitutes a quorum.

### APPROVAL OF MINUTES

#### Approval of Minutes from the February 18, 2016 Executive Committee Meetings (Revised)

- Page one; meeting date to be corrected to reflect the correct year of 2016

**Motion #1:** Commissioner Pippin moved to approve the revised February 18, 2016 meeting minutes

**Second:** Commissioner Forster seconded.

**Vote:** **Yes:** Commissioners Funaiock, Hines, Pippin, Windley

**No:** none

**Abstain:** none

All voted in favor. The motion passed.

### FINANCIAL REPORTS

- The financial reports were presented by Commissioner Gary Pippin to include the 2016 Commission Support Grant Expenditure Report and the 2015-2016 AmeriCorps Funding Report. The AmeriCorps Program Director Charles Harris provided further clarification to include an explanation of the no cost extension from the 2015 grant.
- Commission Chair Windley reported that she, the Commission Chair, Commissioner John Danzeisen and CNCS Representative Crystal Biles met with Senator Bushweller to discuss the comments made by Senator Bushweller at the Joint Finance Committee Hearing related to the senior programs. Outcomes of the meeting included clarifying how the CNCS and state funding worked and its mechanics; and clarifying the history of the change in programmatic funding related to the Volunteer Delaware 50+ program.

**Motion #2:** Commissioner Funaiock moved to follow the general accounting principles when presenting reports, for the Commission Support Grant Expenditure Report format to follow the format that was previously presented in the February meeting and that this new report be ready in time to present at the next full Commission meeting on May 19, 2016.

**Second:** Commissioner Pippin seconded.

**Vote:** **Yes:** Commissioners Funaiock, Hines, Pippin, Windley

**No:** none

**Abstain:** none

All voted in favor. The motion passed.

**ACTION ITEM:**

- The Commission requested a copy of the progress report that was sent to CNCS to explain why the funds from the 2015 grant were not spent.
- The Commission requested that DSSC/SOV circulate a copy of the updated proposed OMB (Office of Management and Budget) budget for the State Office of Volunteerism.

**CHAIRMAN'S UPDATE**

- Commission Chair Windley recognized the SOV team for all their hard work especially during the Mayor's Recognition Day and the Hungry to Help Volunteer Fair in Sussex County.
- Commissioner Forster reported that the Commission has not received an appointment with the Governor.
- Commission Chair Windley reported on behalf of the Administration and Finance Committee Chair, Commissioner Jeff Lank that the Administration and Finance Committee is working on the coming on board process for new Commissioners.
- Commissioner Gerald Brady is working on nominating a successor.

**ACTION ITEM:**

- The Commission requested that new business cards be ordered for all the Commissioners. The State Seal should replace the Serve Delaware logo and card should include [www.VolunteerDelaware.org](http://www.VolunteerDelaware.org) website. SOV staff will create the card layout and then send it out to the Commissioners for review and approval before printing.
- SOV will look into ordering new name badges for the Commissioners.
- SOV will send out the Commission's number to share with any individuals interested in joining the GCCVS to use on the application that they submit to the Governor's Office.
- SOV will update the consolidated calendar in Dropbox to include the upcoming SOV events and any committee meetings.

**NATIONAL SERVICE PROGRAM OVERSIGHT**

- Vice-Chair Kanani Hines expressed her gratitude to the SOV staff for a successful *Life After AmeriCorps Conference*. Commissioner Hines also reported on the upcoming announcement of the competitive grants:
  - On May 13, 2016 CNCS will announce the competitive grant awards
  - The POC committee will have a meeting on May 17, 2016 at 9:00am. The purpose of the meeting will be to put together the recommendations for the 2016-2017 formula funding grant.
  - Program Liaisons are still needed for State Parks and Great Oaks.
- Tara Wiggins the AmeriCorps Program Officer presented and distributed the AmeriCorps mid-year progress report which was previously submitted to CNCS on April 30, 2016.

**ACTION ITEMS:**

- SOV will upload the programs' applications to Dropbox in preparation for the May 17 POC meeting and the constructions of the 2016-2017 recommendations.
- Commissioner Hines will send out carryover report/allocation explanation for the formula funding to all the Commissioners to show the progress that Delaware has made in recent years.
- Program Oversight Committee will send out a job description / commitment requirements for the program liaison position.
- AmeriCorps will send out thank you notes/letters on behalf of the Commission to the two State Parks members who had to end their AmeriCorps service terms early.
- AmeriCorps will forward the invitation for Central Delaware's Habitat for Humanity Framing Freezing event which will be held on June 8, 2016.

**MOTION #3:** Commissioner Hines moved for a recess at 10:55am.

**Second:** Commissioner Pippin seconded.

All voted in favor. The motion passed.

## **RECONVENE**

**Motion #4:** Commissioner Windley moved for the Commission meeting to reconvene at 11:05am.

**Second:** Commissioner Pippin seconded the motion.

All voted in favor. The motion passed.

## **EXECUTIVE DIRECTOR REPORT**

Luz Vasquez-Guzman presented her Executive Director's report to include updates on the Commission Support Grant and SOV program updates and events.

### **ACTION ITEMS:**

- SOV will add Senior Corps Week to the consolidated calendar: May 16-May 20, 2016.
- Subcommittee members (Gigi, Sara, Luz and Renée) will construct a memo for Mrs. Markell that will provide a list of opportunities that she can participate in between now and the end of the year. To include the 9/11 Day of Remembrance.

## **VOLUNTEERISM UPDATES**

- Vice Chair, Sara Funaiock reminded everyone of the upcoming 2016 Governor's Youth Volunteer Service Awards scheduled for May 19, 2016 at Polytech High School. None of the Commissioners have RSVP and a reminder will be sent out via email to register. Commissioners requested not be seated together but rather spread out with the awardees.
- The next Delaware Volunteerism Committee meeting is scheduled for Monday June 13. Committee will be finalizing the nomination packet for the 2016 Governor's Outstanding Volunteer Awards. All are welcome to come and participate.

### **ACTION ITEMS:**

- SOV will send out save the date cards once the date is set for the 2016 Governor's Outstanding Volunteer Awards to state legislatures, SOV community partners/organizations.
- Commission requested that the DSSC Marketing Administrator be present at all Delaware Volunteerism Committee meetings when any award ceremonies or marketing/advertising initiatives are on the meeting agenda.

## **CNCS PROGRAM/OPPORTUNITIES**

Governor Markell has requested that the Commission submit a memo regarding the Segal Award.

**ACTION ITEMS:** Commission Chair Windley will construct the memo and submit it to the Governor. A copy of the memo will be shared with SOV.

## **STATE SERVICE PLAN REVIEW**

The state plan is being formatted by the DSSC Marketing Administrator. SOV and Commissioners will need to have another meeting to finalize the layout of the plan before it is recommended to the full Commission.

## **ADJOURN**

**Motion #5:** Commissioner Pippin moved that the Commission meeting be adjourned.

**Second:** Commissioner Forster seconded the motion.

All voted in favor. The motion passed.

Business Meeting was adjourned at 12:00 p.m.

Submitted by:

Margarita Rodriguez-Duffy, Commission Secretary